DEPARTMENT OF
BUDGET & MANAGEMENT

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April 15, 2005
Request for Proposals (RFP)
Strategic Budgeting Consulting Services and Software # 050R5800163
Addendum #4

Ladies/Gentlemen:

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in bold (i.e., **word**) and language deleted has been marked with a strikeout (i.e., ~~word~~).

1. Revise, Section 1.1.1:

The Department of Budget & Management (DBM) is issuing this Request for Proposals (RFP) to obtain a certified Small Business Reserve Contractor under a Master Contract to provide a Commercial Off the Shelf (COTS) software tool~~, maintenance and enhancement support services~~ and consulting services that will provide State agencies with the capability to manipulate data associated with the implementation of the State's Strategic Budgeting Program. This COTS software tool is not intended to replace the current budgeting software application, but to be used as a tool in assisting preparing agency budgets.

2. Revise, Section 1.1.3:

- Obtain a software tool for use by any State agency to critically and thoroughly review their programs, its cost and costs per unit of output or outcome in the context of the respective agency and program mission statement(s), key outcomes, and the State's strategic goals that support the 5 Pillars of the Ehrlich Steele Administration.
- Operate the software tool in the existing agency computer-operating environments.
- ~~Obtain maintenance services support on a time and materials basis, as needed, to support the software tool during the term of the contract.~~
- ~~Obtain enhancement services on a time basis, as needed, to the software tool during the term of the contract.~~
- Obtain consulting services on a time basis, as needed, to assist with the application of the software tool and strategic budgeting during the term of the contract.

3. Delete, Section 1.3(i):

~~Enhancement – A change to the capabilities and functionality of the COTS software tool approved by the Contract Manager, which may result in additional negotiated cost based on the fully-loaded labor hour rate fixed in the contract. Examples of changes include adding analytical capability to the COTS software tool.~~

4. Delete, Section 1.3(o):

~~Maintenance – Contractor supplied labor billable per hour, at the fully-loaded hourly rate fixed in the contract, to provide repairs, preventive maintenance services, including all patches, enhancements, upgrades and new software releases (new versions) of the COTS software tool.~~

5. Revise, Section 1.4 Contract Type:

Under the contract resulting from this RFP, any State agency may obtain use of the software tool~~, technical support services~~ and strategic budgeting consulting services through a Task Order Process.

6. Revise, Section 2.1.1:

The Department of Budget & Management (DBM) is issuing this Request for Proposals (RFP) to obtain a certified Small Business Reserve Contractor to provide a COTS software tool~~, maintenance and enhancement services~~ and consulting services that will provide State agencies with the capability to manipulate data associated with the implementation of the State's Strategic Budgeting Program in preparation of agency budgets.

7. Revise, Section 2.1.2:

- Obtain a software tool for use by any State agency to critically and thoroughly review their programs, its cost and costs per unit of output or outcome in the context of the respective agency and program mission statement(s), key outcomes, and the State's strategic goals that support the 5 Pillars of the Ehrlich Steele Administration.
- Operate the software tool in the existing agency computer-operating environments.
- ~~Obtain maintenance services support on a time and materials basis, as needed, to support the software tool during the term of the contract.~~
- ~~Obtain enhancement services on a time basis, as needed, to the software tool during the term of the contract.~~
- Obtain consulting services on a time basis, as needed, to assist with the application of the software tool and strategic budgeting during the term of the contract.

8. Revise, Section 2.2.6 COTS Software Tool Ownership and Licensing:

Licenses shall be purchased by DBM and each agency according to the number of users. Such licenses shall include permissions to (1) install the software tool on a server for access by the ultimate users through a network or on a sufficient number of desktop computers for use by the ultimate users, ~~(2) if required, customize the COTS software tool for integration with an Agency's existing computer environment,~~ and (2~~3~~) make unlimited copies of any documentation provided with the COTS software tool.

9. Delete, Section 2.2.7.3 Acceptance Testing:

~~Any approved enhancements to the COTS software tool will be tested by the user agency. The Acceptance Testing Period and procedure are the same as in 2.2.7.2.~~

10. Revise, Section 2.2.8.1 Warranty Period:

The Warranty Period shall be for a period of 90 days~~ unless enhancements are made to the COTS software tool,~~ and will begin upon:

11. Revise, Section 2.2.3:

The contractor shall provide the ~~technical and~~ functional staff to work with the DBM and user agency staff to install ~~and maintain~~ the software tool **and provide training on the functionality of the software. These services shall be included in the cost of the software.**

12. Delete, Section 2.3.4 Maintenance Services:

a. ~~Maintenance services may be identified as either routine or emergency by the agency TOM. The agency TOM shall determine the category of maintenance necessary and the contractor shall respond as follows:~~

a. ~~Provide remote or, if necessary, on-site maintenance support, during normal State business hours.~~

b. ~~Provide on-call maintenance services. On-call maintenance means being available by phone or by pager during non-normal business hours or days. Contact is made only if needed, but the on-call person shall be able to address the issue at hand expeditiously. On-call staff shall be able to determine appropriate actions to take concerning any issues with the COTS software tool.~~

c. ~~For routine maintenance, the contractor shall respond, either remotely or on-site, to the initial request of the agency TOM within 4 State business hours. Examples of compliant response times for normal maintenance are:~~

- ~~If the agency TOM contacts the contractor at 8 am on Thursday, then the contractor must begin maintenance service no later than Noon the same day.~~
- ~~If the agency TOM contacts the contractor at 3 pm on Friday, then the contractor must begin maintenance services no later than the next business day (Monday) by 10 am.~~

~~If responding on-site, the contractor shall report to the agency TOM or designee prior to beginning maintenance. If responding remotely, the contractor shall call the agency TOM or designee prior to beginning remote maintenance.~~

d. ~~For emergency maintenance, the contractor shall respond to the initial request of the agency TOM within 2 hours. Emergency maintenance may occur at any time, day or night, 24 hours per day, including holidays and weekends. Emergency maintenance may be either remote or on-site and the reporting requirements are the same as for normal maintenance.~~

13. Delete, Section 2.3.5 Enhancement Services:

~~Enhancement services shall be provided by the contractor on an as needed basis and shall be billed at the contracted hourly rate established within the contract. Enhancement Services shall include changes to the capabilities and functionality of the COTS software tool or enhancements necessary for the software to operate within the operating environments of the agencies. In addition, enhancements could include users reports, perspectives, user interfaces to input data into the system, methods and formats by which the system would accept data, graphs, views and results.~~

14. Delete, Section 2.3.7 Training Services and Documentation:

a. ~~Within 45 business days of DBM's issuance of the Delivery Confirmation for the initial deployment to DBM, the contractor shall provide one or more software demonstrations for employees of various State agencies at DBM's 45 Calvert Street, Annapolis, MD office. The software demonstration shall consist of:~~

- ~~An overview of the software tool; and~~
- ~~How the tool meets all functionality required in the RFP.~~

b. ~~Agency specific training may be provided after a NTP is issued by the DBM Contract Manager following review and approval of an agency Task Order Agreement that includes training services. The training is to be provided in accordance with the approved Task Order Agreement, and scheduled directly with the agency Task Order Manager.~~

c. ~~Agency specific training shall consist of:~~

- ~~An overview of the software tool;~~
- ~~How the tool meets all functionality required in this RFP;~~

- ~~Processes to change, update, or modify data to produce DBM's required results;~~
- ~~Printed copies of all instructional material for each State employee who is scheduled for the training and an additional copy for the Contract Manager. DBM reserves the right to reproduce any and all documents produced by the contractor at no cost to the State, DBM or any other State user; and~~
- ~~Additional training as required to meet agency specific needs.~~

~~d.   The contractor shall provide all documentation associated with the software tool to the DBM Contract Manager and user agency TOM's.~~

15. Revise, Attachment E - Financial Proposal Form:

Attachment E – Financial Proposal Form has been revised and is attached to and incorporated into the RFP via this addendum.

Date Issued: April 15, 2005
By_____

Edward Bannat
Procurement Officer